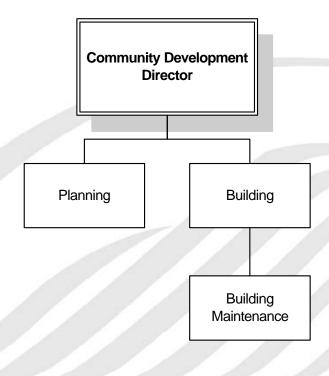
### Community Development

[010-5150] [202-6110] [206-5120] [206-5130] [207-5170] [740-5150]

**Appropriations Summary** 

ADDI O	priations summe	31 V				
-1-1		<i>J</i>		01/02	01/02	02/03
		99/00	00/01	Current	<b>Estimated</b>	Adopted
		Actuals	Actuals	Budget <sup>1</sup>	Actuals	Budget
	Salaries	949,603	1,001,580	1,306,940	1,162,204	1,371,247
	Supplies & Services	618,704	909,468	1,481,048	834,282	1,174,239
	Capital Outlay	38,668	65,712	169,521	104,000	104,000
	Debt Services	329	1,363	1,429	1,429	1,294
	Internal Service	167,048	236,678	469,742	446,255	572,782
	Transfers Out	93,135	89,265	-	-	-
	Project Expenditure	-	-	-	-	-
	COM. DEVELOPMENT	1,867,487	2,304,066	3,428,681	2,548,170	3,223,562
	BUILDING MAINT. (CCC)	-	-	-	-	205,115
202 6110	<b>CONGESTION MANAGEMEN</b>	36,358	34,842	53,983	68,535	79,820
206 5120	PLANNING DIVISION	567,208	719,428	1,533,025	924,244	1,146,916
206 5130	BUILDING DIVISION	659,353	839,393	1,056,357	937,286	1,040,589
207 5170	GENERAL PLAN UPDATE	251,772	154,908	169,337	97,181	162,996
740 5150	<b>BUILDING MAINTENANCE</b>	352,796	555,495	615,979	520,924	588,126
	DEPARTMENT TOTAL	1,867,487	2,304,066	3,428,681	2,548,170	3,223,562

<sup>1</sup>FY 01/02 Adopted Budget: \$2,925,078





# [010-5150] Building Maintenance (Community and Cultural Center)

### **ACTIVITY DESCRIPTION**

The Building Maintenance activity will be responsible for all repairs and maintenance for the Community and Cultural Center. Maintenance for the facility includes Recreation Division's operations of the Community and Cultural Center, the Community Playhouse, and Gavilan College.

#### FY 2001/02 HIGHLIGHTS

 Determination of project maintenance responsibilities and operational costs for providing custodial services.

#### FY 2002/03 ACTIVITY GOALS

- · Determine proper staffing and hire maintenance personnel for the facility
- · Assume building maintenance for the Center

### FINANCIAL COMMENTS

Operations and maintenance of the Community and Cultural Center is currently within the General Fund, and will remain so for the first few years of startup. Once these operations become more stable and provide better cost recovery, a new fund may be created to improve fiscal management and analysis.

## [010-5150] Building Maintenance (CCC)

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
41100	SALARIES-GENERAL	-	-	-	-	45,160
41799	BENEFITS	-	-			17,666
41000s	< <employee services="">&gt;</employee>	-	-	-	-	62,826
42210	WATER/SEWER	-	-	-	-	4,308
42231	CONTRACT SERVICES	-	-	-	-	12,151
42510	MAINT - BLDGS/IMPROVE	-	-		-	65,830
42000s	< <supplies &="" services="">&gt;</supplies>	-	-	-	-	82,289
45004	BLDG MAINT SERVICES	-	-		-	60,000
45000s	< <internal services="">&gt;</internal>	-	-	-	-	60,000
	BUILDING MAINTENANCE (CCC)	-	-	-	-	205,115

### [202-6110] Congestion Management

### **ACTIVITY DESCRIPTION**

The Community Development Department - Congestion Management Activity (Planning Division) is responsible for developing and implementing programs to ensure City compliance with the Santa Clara Valley Transportation Agency Congestion Management Program (CMP). This is a state-mandated program approved by the voters with the passage of Proposition 111.

#### FY 2001/02 HIGHLIGHTS

- Participated in the activities of the Santa Clara Valley Transportation Authority (VTA)
   Congestion Management Program to facilitate City compliance with the CMP
- Provided staff support to the VTA Board Technical Advisory Committee
- Participated in Regional Transportation Planning Efforts including the VTA Joint Level of Service and Best Practices Working Sessions
- Prepared the Annual CMP Monitoring and Compliance Report

#### FY 2002/03 ACTIVITY GOALS

- Participate in the activities of the Santa Clara Valley Transportation Authority (VTA) to facilitate City compliance with the CMP.
- Provide assistance as needed to Morgan Hill's representative on the VTA Policy Advisory Committee.
- Prepare traffic impact studies as needed and route new development applications to VTA for comment.
- Ensure on-going compliance with the County Congestion Management Program through the above activities and through preparation of an Annual Monitoring and Compliance Report to be submitted to the VTA in October 2002.
- Increase level of participation in regional transportation planning initiatives sponsored by the Valley Transportation Authority and initiated through the implementation of the VTP 2020 Plan.

#### FINANCIAL COMMENTS

Division activities are funded with Proposition 111 gas tax monies. Materials and supplies have been maintained at FY 2001/02 levels. There are minor capital outlay costs in FY 2002/03 for office equipment replacements or upgrades. The budget also reflects an increase in the Congestion Management Program Member Agency Fee from \$19,394 to \$21,184. Member fees were increased to reflect higher VTA staff costs associated with implementation of the VTP 2020 Regional Transportation Plan. City staffing levels have increased from 0.30 to 0.35 persons to reflect increased levels of participation in Regional Transportation Planning efforts. The expenditure under Employee Services has been increased accordingly.

## [202-6110] Congestion Management

				01/02	01/02	02/03
_		99/00	00/01	Current		Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
41100	SALARIES-GENERAL	18,644	21,476	23,000	35,435	44,850
41320	SALARIES-OTHER PAYOUT	374	875	500	163	-
	SALARIES-SICK LEAVE	94	201	-	-	-
41490	OVERTIME-GENERAL	13	19	-	5	-
41560	UNEMPLOYMENT INSURANCE	17	1	-	-	-
		116	147	-	809	-
41690	DEFERRED COMPENSATION	437	500	-	1,194	-
41700	GROUP INSURANCE	1,239	1,452	-	3,246	-
41701	MEDICARE	18	46	-	223	-
41730	INCOME PROTECTION INSURANCE	234	275	-	219	-
41760	WORKERS COMP	112	129	-	1,911	-
41799	BENEFITS	-	<u>-</u>	6,179		7,354
	< <employee services="">&gt;</employee>	21,298	25,122	29,679	43,206	52,204
42214	TELEPHONE	36	237	560	250	250
42244	STATIONARY & OFFICE SUPPLIES	-	-	40	-	50
42254	POSTAGE & FREIGHT	-	-	230	-	235
42423	MEMBERSHIP & DUES	12,929	6,465	19,394	21,203	21,184
42000s	< <supplies &="" services="">&gt;</supplies>	12,965	6,702	20,224	21,453	21,719
45000	GF ADMIN	-	-	3,432	3,260	4,667
45001	PERSONNEL SERVICES	403	883	-	-	-
45002	FINANCE SERVICES	539	660	-	-	-
45003	GENERAL LIABILITY INS	262	450	648	616	1,230
45009	INFORMATION SYSTEM SERVICES	451	574			
45000s	< <internal services="">&gt;</internal>	1,655	2,568	4,080	3,876	5,897
49210	TRANSFER OUT-010 (GENERAL FUND)	440	450		-	
49000s	< <transfers>&gt;</transfers>	440	450	-	-	-
	CONGESTION MANAGEMENT	36,358	34,842	53,983	68,535	79,820

### **ACTIVITY DESCRIPTION**

The Community Development Department - Planning Division is responsible for current development activities and for reviewing preliminary and specific plans for compliance with existing zoning and the General Plan. It is also responsible for research, analysis, and development of long range comprehensive planning projects and programs for the community.

#### FY 2001/02 HIGHLIGHTS

- Conducted separate Open/Market Rate and Affordable Measure P Residential Development Control System (Measure P) competitions and prepared Quarterly Monitoring Reports to the Planning Commission and City Council on the status of all Measure P approved residential developments.
- Converted General Plan Land Use and Zoning Maps to digital format using the Geographic Information System (GIS) purchased for the General Plan Update.
- Posted General Plan and Zoning Maps on City website in pdf format.
- Responded to Draft and Final Supplemental EIR on the Sobrato High School.
- Prepared Status Reports on all Commercial, Industrial and Residential Development Projects.
- · Posted quarterly updates on the City website.
- · Conducted an audit of development processing services
- Began work on the Downtown Design Plan, Murphy Corridor Study, Gateway Plan, and updates of the Zoning Ordinances, Subdivision Ordinances and Design Review Ordinance.

### FY 2002/03 ACTIVITY GOALS

The Planning Division is proposing an ambitious work program for FY 2002/03. Several of the projects were originally scheduled to be completed in FY 2001/02 but were delayed or continued into FY 2002/03 because of the loss of a key staff person (senior planner).

- Conduct a Residential Development Control System (Measure P) competition
- Complete the Update the City's Design Review Ordinance and Architectural Review Handbook
- Complete a Gateway Plan and Design Guidelines for the entry points to the community
- · Complete Update of the Downtown Plan
- Complete the Murphy Avenue Corridor Study
- Complete amendments to the City's Zoning Code and Zoning Map to be consistent with the General Plan Update
- Complete amendments the City's Subdivision Ordinance to be consistent with changes enacted under the State Subdivision Map Act
- Develop amendments to the City's Residential Development Control System (Measure P) for voter consideration
- Develop techniques for ensuring right-of-way is available to accommodate traffic conditions associated with an 8-lane configuration of Highway 101
- Update the Cultural Resources Preservation Ordinance and evaluate the resources contained on the inventory the City's historic buildings and designate appropriate sites and buildings
- Establish new regulations for the parking and storage of boats, trailers and recreational vehicles processing services and implement recommendations of the consultant report

### FINANCIAL COMMENTS

Development Processing Activities are funded by the Community Development Fund. Application processing revenue is projected to remain constant with the prior fiscal year levels. Filing fees are not sufficient to cover the cost of services and will need to be adjusted accordingly. A fee update was included in the Finance Department's Work Program for FY 2000/01 and will be completed and implemented in FY 2002/03.

Employee services have been changed to reflect recommended changes and addition to the Division's staffing. Redevelopment Agency funding for employee services will increase from 1.25 staff persons to 1.50 staff persons. This increase is due in part to a shift of staff resources to Agency funded projects. The Downtown Update/Transit Village Plan and Murphy Avenue Corridor Study are RDA funded projects in the Division work program from the prior fiscal year. These projects were started in FY 2001/02 and the balance of the funding required to complete these projects will be included in the FY 2002/03 budget.

Staffing requirements for the recently established Architectural and Site Review Board and the shift of staff resources to advanced planning to implement the Division's Work Plan has reduced staffing for current planning by 1.5 persons. To address the staffing shortage, a second Senior Planner position and half-time Management Analyst is included in the budget. These positions were also included in the FY 2001/02 budget but remained unfilled due to unsuccessful recruitment efforts.

PERFORMANCE MEASURES	FY 2001/02
Number and percent of SR Applications processed within	6 applications
90 days (excluding projects requiring initial study or EIR)	85%
<ul> <li>Number of applications filed which require Architecture Review</li> </ul>	81
Board, Planning Commission, or City Council Approval	
<ul> <li>Percent of RDCS Projects provided 30-day notice of default or</li> </ul>	70
expiration of allotment	
<ul> <li>Percent of DRC comments received on time</li> </ul>	38%
<ul> <li>Number of applications (which require ARB, PC or CC approval)</li> </ul>	28 - Senior
processed per planner	30 - Associate
	6 - Assistant
	17 - Staff

Acct	Description	99/00 Actuals	00/01 Actuals	01/02 Current Budget	01/02 Estimated Actual	02/03 Adopted Budget
	SALARIES-GENERAL	287,263	324,886	489,160	349,339	488,862
	SALARIES-SAFETY	1,746	6,496	6,814	6,945	-
	SALARIES-PART-TIME	9,685	16,123	15,561	10,749	-
	SALARIES-OTHER PAYOUT	959	5,767	9,750	3,333	_
	SALARIES-SICK LEAVE	1,483	2,380	-	-	_
	OVERTIME-GENERAL	8,110	598	3,000	98	_
	OVERTIME-SAFETY	10	-	-	-	-
	UNEMPLOYMENT INSURANCE	455	38	-	-	-
	RETIREMENT-GENERAL	6,456	14,952	-	14,406	-
	RETIREMENT-SAFETY	92	-	-	-	-
	DEFERRED COMPENSATION	3,142	2,809	-	7,567	-
	GROUP INSURANCE	22,466	27,368	-	37,608	-
	MEDICARE	3,377	4,575	-	4,834	-
	INCOME PROTECTION INSURANCE	3,701	4,286	-	2,769	-
	WORKERS COMP	1,370	1,842	-	7,961	-
	BENEFITS	-	-	101,133	289	100,250
	UNIFORM	22	66	-	-	=
	CONTRACT LABOR	16,034	55,940	90	65,000	-
	< <employee services="">&gt;</employee>	366,371	468,125	625,508	510,898	589,112
42214	TELEPHONE	917	7,775	9,286	8,000	-
42228	GASOLINE & OIL	22	84	150	100	-
42231	CONTRACT SERVICES	14,675	18,099	502,700	91,350	181,000
42242	RENTS	103	90	48	48	36
42244	STATIONARY & OFFICE SUPPLIES	2,753	3,991	5,200	4,000	5,300
42248	OTHER SUPPLIES	902	5,536	1,500	1,000	1,500
42250	ADVERTISING	13,365	12,213	13,000	13,000	13,300
42252	PHOTOCOPYING	3,898	1,678	5,090	1,000	5,200
42254	POSTAGE & FREIGHT	4,017	2,861	7,700	4,000	7,850
42257	PRINTING	4,259	5,077	20,000	4,000	20,400
42261	AUTO MILEAGE	60	31	150	-	160
42265	AUTO ALLOWANCE	953	600	-	-	-
42291	PRIOR YEAR REFUND	17,430	-	-		
42299	OTHER EXPENSE	53	-	-	-	
42301	REIMBURSEMENTS	-	(62)	-	-	
42408	TRAINING & EDUCATION	380	1,186	8,000	8,100	8,000
42415	CONFERENCE & MEETINGS	9,095	3,777	13,158	6,000	4,000
42423	MEMBERSHIP & DUES	875	882	4,954	5,000	5,000
42435	SUBCRIPTION & PUBLICATIONS	1,166	2,675	1,320	1,000	1,390
42526	MAINT - AUTO/TRUCKS	-	30	1,000	500	-
42531	MAINT - FURN/OFF EQUI	20	3,135	3,237	2,000	2,997
42550	FLEET REPLACEMENT CHARGE	2,775	2,553	2,356	2,356	1,536
120000	< <supplies &="" services="">&gt;</supplies>	77,718	72,212	598,849	151,454	257,669

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43835	FURNITURE/OFFICE EQUI	1,933	26,735	3,904	1,000	3,000
43840	COMPUTER EQUIPMENT	3,000	11,198	5,000	3,500	5,000
43845	COMPUTER SOFTWARE	10,986	1,195	33,617	4,500	10,000
43000s	< <capital outlay="">&gt;</capital>	15,919	39,127	42,521	9,000	18,000
44994	LEASE PAYMENTS	-	1,129	1,072	1,072	1,072
44000s	< <debt service="">&gt;</debt>	-	1,129	1,072	1,072	1,072
45000	GF ADMIN	-	-	148,392	140,972	172,536
45001	PERSONNEL SERVICES	8,075	17,960	-	-	-
45002	FINANCE SERVICES	8,201	10,107	-	-	-
45003	GENERAL LIABILITY INS	3,863	6,631	23,318	22,152	18,619
45004	BLDG MAINT SERVICES	19,314	37,544	51,630	49,049	59,437
45007	LEGAL SERVICES	17,063	11,721	-	-	-
45009	INFORMATION SYSTEM SERVICES	10,904	13,878	41,734	39,647	30,471
45000s	< <internal services="">&gt;</internal>	67,420	97,840	265,074	251,820	281,063
49210	TRANSFER OUT-010 (GENERAL FUND)	15,780	9,045	-	-	-
49214	TRANSFER OUT-207 (GENL PLAN UPDATE)	18,000	22,000	-	-	-
49219	TRANSFER OUT-720 (FINANCE)	-	9,950	-	-	-
49235	TRANSFER OUT-206 (COM DEV)	6,000	-	-	-	-
49000s	< <transfers>&gt;</transfers>	39,780	40,995	-	-	-
	PLANNING DIVISION	567,208	719,428	1,533,025	924,244	1,146,916

### [206-5130] Building Division

### **ACTIVITIES DESCRIPTION**

The Building Division of the Community Development Department enforces all codes and regulations to provide minimum standards to safeguard life, health and public welfare by regulating the use, occupancy, location, and maintenance of all buildings and structures. Permit application submittals, plan reviews, issuance of permits, and field inspections for all new construction and property development activities ensures public safety and compliance with State Regulations. Additionally, the Building Division is responsible for the handling of Code Enforcement activities, which include investigation, case maintenance, and resolution of cases.

### FY 2001/02 HIGHLIGHTS

- Code Enforcement activities have been increased from 30 cases in calendar year 2000 to 404 cases in calendar year 2001 with all but 31 of these cases obtaining resolution.
- Code Enforcement Policy and Procedure manual has been completed and implemented.
- A permit application package has been completed to assist our Customers with the plan check submittal process.
- Improvements, including an upgrade to the Tidemark permit issuance software is scheduled
  for completion this fiscal year. This upgrade includes the purchase and installation of a
  new server for allowing the issuance and processing of permits in a much quicker manner.
- The fee audit has been completed and determined an acceptable level of revenues generated to support Building Division Staff.

### FY 2002/03 ACTIVITY GOALS

- The recommended operational modifications will be implemented in accordance with the processing audit for fast tracking and expediting the issuance of Building Division Permit Applications.
- An audit of the Building Division's software programs will be conducted. This will include our I.V.R. system, Tidemark system, Metro Scan, Selectron and their ability to work together.
- An implementation upgrade will be made to the I.V.R. system to allow inspection staff to down load inspection results into the system. This upgrade will include hand held computers for inspection staff allowing results to be logged in the field and down-loaded upon their return to the office, allowing more inspection time on a daily basis.

### FINANCIAL COMMENTS

The Building Division experienced the busiest year in our history with permit valuations of \$127,000,000 for calendar year 2001. This fiscal year construction activities are anticipated to slow to a more normal level. Operation of the Building Division is funded by development fees.

PERFORMANCE MEASURES	FY 2001/02
<ul> <li>Percentage of inspections accomplished within a 24 hour response</li> </ul>	86%
Total number of complaints processed	404
<ul> <li>Number of Code Enforcement cases investigated or mitigated</li> </ul>	375
Percent of Code Enforcement cases completed and closed	93%

## [206-5130] Building Division

Acct Description	Actuals		Budget	Actual	Adopted Budget
41100 SALARIES-GENERAL	335,723	<b>Actuals</b> 294,537	413,844	391,957	423,347
41270 SALARIES-PART-TIME	3,160	499		371,737	725,547
41280 SALARIES-P.TREIMB	5,100	31	_	105	_
41320 SALARIES-OTHER PAYOUT	_	3,217	6,800	4,638	_
41330 SALARIES-SICK LEAVE	2,051	1,700	-	4,030	-
41490 OVERTIME-GENERAL	2,001	5,427	3,715	3,715	6,000
41560 UNEMPLOYMENT INSURANCE	492	3,427	5,715	3,713	0,000
41620 RETIREMENT-GENERAL	9,144	16,023	-	17,443	-
41690 DEFERRED COMPENSATION	2,403	1,706	-	4,481	-
41700 GROUP INSURANCE	2,403	21,499	-	36,912	-
41700 GROUP INSURANCE 41701 MEDICARE	3,399		-	30,912	-
		2,583	-		-
41730 INCOME PROTECTION INSURANCE	4,363	3,937	-	2,747	-
41760 WORKERS COMP	7,753	7,125	- 07 10F	8,383	- 01 504
41799 BENEFITS	-	-	87,125	289	91,584
41800 UNIFORM	12.022	312	15.000	- 15 (40	-
41900 CONTRACT LABOR 41000s << EMPLOYEE SERVICES>>	13,933	47,283	15,000	15,642	14,000
	411,210	405,912	526,484	489,883	534,931
42214 TELEPHONE	3,819	10,004	10,500	8,000	10,000
42228 GASOLINE & OIL	2,339	2,574	3,500	2,000	3,500
42231 CONTRACT SERVICES	52,251	186,905	186,130	145,000	160,000
42236 BANK CARD SERVICE FEE	-	-	800	-	-
42244 STATIONARY & OFFICE SUPPLIES	2,184	2,952	4,500	4,000	4,500
42248 OTHER SUPPLIES	2,202	25,746	1,800	1,800	2,000
42250 ADVERTISING	1,901	2,943	300	2,000	1,000
42252 PHOTOCOPYING	712	199	700	300	600
42254 POSTAGE & FREIGHT	3,687	2,999	3,600	2,200	3,000
42257 PRINTING	2,087	1,799	5,000	1,500	5,000
42261 AUTO MILEAGE	6	257	100	-	-
42265 AUTO ALLOWANCE	434	482	500	500	500
42281 SMALL TOOLS	-	33	300	300	300
42299 OTHER EXPENSE	-		300	-	300
42408 TRAINING & EDUCATION	3,187	1,640	3,000	3,000	5,000
42415 CONFERENCE & MEETINGS	1,806	1,427	2,000	2,000	5,000
42423 MEMBERSHIP & DUES	800	695	1,500	1,500	1,500
42435 SUBCRIPTION & PUBLICATIONS	3,721	1,240	2,000	2,000	2,000
42526 MAINT - AUTO/TRUCKS	4,025	4,761	5,000	4,000	4,000
42531 MAINT - FURN/OFF EQUI	585	642	1,600	1,600	1,500
42550 FLEET REPLACEMENT CHARGE	28,665	15,607	8,575	8,575	20,420
42000s < <supplies &="" services="">&gt;</supplies>	114,411	262,904	241,705	190,275	230,120

## [206-5130] Building Division

				01/02	01/02	02/03
		99/00	00/01	Current	Estimated	Adopted
Acct	Description	Actuals	Actuals	Budget	Actual	Budget
43825	MACHINERY/EQUIPMENT	-	(2)	-	-	-
43835	FURNITURE/OFFICE EQUI	1,034	24,306	10,000	3,000	8,000
43840	COMPUTER EQUIPMENT	5,711	1,831	12,000	12,000	48,000
43845	COMPUTER SOFTWARE	13,172	450	85,000	70,000	12,000
43000s	< <capital outlay="">&gt;</capital>	19,917	26,585	107,000	85,000	68,000
44994	LEASE PAYMENTS	-	233	357	357	222
44000s	< <debt service="">&gt;</debt>	-	233	357	357	222
45000	GF ADMIN	-	-	103,548	98,371	121,919
45001	PERSONNEL SERVICES	8,988	19,720	-	-	-
45002	FINANCE SERVICES	10,361	12,681	-	-	-
45003	GENERAL LIABILITY INS	4,548	7,806	17,229	16,368	16,700
45004	BLDG MAINT SERVICES	20,693	40,222	33,205	31,545	38,226
45007	LEGAL SERVICES	13,651	9,844	-	-	-
45009	INFORMATION SYSTEM SERVICES	13,684	16,971	26,829	25,488	30,471
45000s	< <internal services="">&gt;</internal>	71,925	107,244	180,811	171,770	207,316
49210	TRANSFER OUT-010 (GENERAL FUND)	13,225	13,565	-	-	-
49219	TRANSFER OUT-720 (FINANCE)	-	9,950	-	-	-
49250	TRANSFER OUT-790 (EQUIP REPLACEMENT)	28,665	13,000		<u> </u>	<u> </u>
49000s	< <transfers>&gt;</transfers>	41,890	36,515	-	-	-
	BUILDING DIVISION	659,353	839,393	1,056,357	937,286	1,040,589



### [207-5170] General Plan Update

### **ACTIVITY DESCRIPTION**

This activity involves update of the City's entire General Plan. The update, which was begun in FY 1998/99, was completed in July 2001. A separate update of the Housing Element to the General Plan is expected to be completed in May 2002. It is anticipated that numerous implementation measures will be adopted as part of the new General Plan. This budget includes, in FY 2002/03, staffing to undertake some of those implementation measures.

### FY 2001/02 HIGHLIGHTS

- The General Plan Update was completed and adopted on July 25, 2001
- Completed a comprehensive update and received State HCD certification of the City's Housing Element.

### FY 2002/03 ACTIVITY GOALS

- Complete Greenbelt Study
- Work with County and Gilroy to develop strategy for update of the South County Joint Policy Plan

#### FINANCIAL COMMENTS

The total cost of the General Plan update is paid for from a combination of General, Park Development Impact, Community Development, RDA, Housing, Sewer and Water Funds. All costs associated with Plan implementation in FY 2002/03 will be approximately \$165,000. This figure includes approximately \$100,000 to undertake the Greenbelt Study and \$15,000 added to the FY 2002/03 budget to cover the cost of printing the General Plan Policy Document, Land Use Maps, and other publications.

## [207-5170] General Plan Update

		99/00	00/01	01/02 Current	01/02 Estimated	02/03
Acct	Description	Actuals	Actuals	Budget	Actual	Adopted Budget
	SALARIES-GENERAL	66,441	13,633	24,944	23,079	5,716
	SALARIES-OTHER PAYOUT	-	1,713		477	-
	SALARIES-SICK LEAVE	461	263	-	-	-
41560	UNEMPLOYMENT INSURANCE	53	1	-	-	-
41620	RETIREMENT-GENERAL	283	13	-	697	-
41690	DEFERRED COMPENSATION	1,650	348	-	656	-
41700	GROUP INSURANCE	4,458	831	-	1,939	-
41701	MEDICARE	675	123	-	143	-
41730	INCOME PROTECTION INSURANCE	880	173	-	149	-
41760	WORKERS COMP	393	88	-	504	-
	BENEFITS	-	-	3,697	115	867
	< <employee services="">&gt;</employee>	75,294	17,186	28,641	27,759	6,583
	TELEPHONE	-	814	685	600	-
42231	CONTRACT SERVICES	154,270	100,017	113,889	60,000	140,000
	STATIONARY & OFFICE SUPPLIES	-	-	290	1,000	800
	OTHER SUPPLIES	-	33	-	-	-
	ADVERTISING	-	-	756	-	-
	POSTAGE & FREIGHT	23	2,001	-	-	-
	PRINTING	2,808	17,752	20,000	3,000	10,000
	AUTO ALLOWANCE	279	122	-	-	-
	CONFERENCE & MEETINGS	-	45			_
	< <supplies &="" services="">&gt;</supplies>	157,380	120,783	135,620	64,600	150,800
	COMPUTER EQUIPMENT	2,832	-		-	_
	< <capital outlay="">&gt;</capital>	2,832	-	-	-	-
	GF ADMIN	-	-	4,428	4,207	5,465
	PERSONNEL SERVICES	1,321	2,923	-	-	-
	FINANCE SERVICES	1,486	1,873	-	-	-
	GENERAL LIABILITY INS	641	1,101	648	616	148
	LEGAL SERVICES	7,033	4,688	-	-	-
	INFORMATION SYSTEM SERVICES	1,375	1,834		-	
	< <internal services="">&gt;</internal>	11,856	12,419	5,076	4,822	5,613
	TRANSFER OUT-010 (GENERAL FUND)	4,410	4,520	-	_	-
49000s	< <transfers>&gt;</transfers>	4,410	4,520	-	-	-
	GENERAL PLAN UPDATE	251,772	154,908	169,337	97,181	162,996

### [740-5150] Building Maintenace

### **ACTIVITIES DESCRIPTION**

This activity is responsible for the repair and maintenance of all public buildings owned by the City and Redevelopment Agency (excluding the Library interior) and maintenance of all telephone & security systems for those facilities.

Building Maintenance has implemented the Energy Concepts recommendations of the energy audit for City Hall and the annex. The City Hall annex building has been completed and it is anticipated the modifications will save 19,748 kilowatts of energy annually resulting in an annual savings of \$1975. All recommended modifications for this building have been accomplished.

City Hall is 90% complete and the anticipated savings amounts to approximated 40,000 kilowatts annually with an annual savings of \$4,000. We have included approximately 95% of the recommended modifications in the upgrade. The saving is based upon an energy cost of \$0.10kWh.

The Police Department Building was not included due to the difficult working conditions and the limited future use of the building. The payback period for City Hall will be 2.6 years and for the annex 1.6 years. The first year return on investment will be 40% for City Hall and 60% for the annex.

### FY 2001/02 HIGHLIGHTS

- · Exterior painting of the City Hall and the Library buildings
- · Sealing and re-striping of City Hall and Library parking facilities
- · Re-roofing and exterior painting for the main Public Works office building
- · Paint interior walls of the Police building
- · Replacement of HVAC units for the Senior Center and painting of its interior walls
- Painting the interior and replacement of the HVAC units for the Friendly Inn
- Performed citywide energy audit recommendations

### FY 2002/03 ACTIVITY GOALS

Much more activity is anticipated next year with the additional maintenance responsibilities for the Community and Cultural Center and Playhouse.

- Carpet replacement for the main Public Works office building
- Assume building maintenance responsibilities for the Community and Cultural Center facilities, including assisting with the operational implementation for all buildings
- Determine proper staffing and hire maintenance personnel for the Community and Cultural Center site

### FINANCIAL COMMENTS

The Building Maintenance Fund is an internal services fund that accounts for the costs of maintaining City facilities by charging the City departments that use the facilities. Charges to departments include a replacement component so that funds will be accumulated to replace components as they wear out.

## [740-5150] Building Maintenace

				01/02	01/02	02/03
Acct	Description	99/00 Actuals	00/01 Actuals	Current Budget	Estimated Actual	Adopted Budget
	SALARIES-GENERAL	38,313	34,839	36,689	29,596	97,739
41270	SALARIES-PART-TIME	25,454	34,678	40,350	41,851	-
	SALARIES-OTHER PAYOUT	491	347	800	959	-
41330	SALARIES-SICK LEAVE	464	429	-	-	-
	OVERTIME-GENERAL	-	1,205	700	-	2,000
	OVERTIME-SAFETY	142	-	-	-	-
41560	UNEMPLOYMENT INSURANCE	103	10	-	-	-
41620	RETIREMENT-GENERAL	1,706	3,793	-	5,030	-
41690	DEFERRED COMPENSATION	256	180	-	-	-
41700	GROUP INSURANCE	4,446	5,074	-	10,065	-
41701	MEDICARE	635	950	-	665	-
41730	INCOME PROTECTION INSURANCE	657	1,033	-	711	-
41760	WORKERS COMP	2,763	2,697	-	1,582	-
	BENEFITS	-	-	18,089	-	25,852
	< <employee services="">&gt;</employee>	75,430	85,235	96,628	90,458	125,591
	ELECTRIC	49,281	50,291	72,000	72,000	80,000
	WATER/SEWER	-	-	-	-	19,292
	TELEPHONE	71	5,347	3,050	10,000	8,000
	GASOLINE & OIL	-	373	-	-	-
42231	CONTRACT SERVICES	31,326	43,179	100,000	100,000	55,000
	RENTALS - OUTSIDE	500	455	1,000	1,000	1,000
	RENTS	5,393	6,032	10,500	10,000	8,000
42244	STATIONARY & OFFICE SUPPLIES	· -	-	250	250	250
	OTHER SUPPLIES	22,539	49,147	25,000	25,000	30,000
	ADVERTISING	-	-	500	1,500	1,500
	POSTAGE & FREIGHT	-	-	150	100	100
	SMALL TOOLS	-	-	200	200	500
	TRAINING & EDUCATION	-	-	200	200	1,000
	MAINT - BLDGS/IMPROVE	130,263	261,369	264,800	180,000	220,000
	MAINT - MACH/EQUIPMEN	16	-	1,000	500	1,000
	MAINT - AUTO/TRUCKS	2,446	89	3,500	3,000	3,000
	MAINT - OTHER	17		2,500	2,750	3,000
	DEPRECIATION EXPENSE	14,378	30,585	-	-,	-
	< <supplies &="" services="">&gt;</supplies>	256,230	446,867	484,650	406,500	431,642
	FURNITURE/OFFICE EQUI	-	-	20,000	10,000	18,000
	< <capital outlay="">&gt;</capital>	-	-	20,000	10,000	18,000
	INTEREST	329		-	-	-
	< <debt service="">&gt;</debt>	329	-	-	-	-
	PERSONNEL SERVICES	1,247	2,006	1/2		-
	FINANCE SERVICES	5,640	6,583	4 /	C.	-
	GENERAL LIABILITY INS	1,828	4,987	14,701	13,966	12,893
	LEGAL SERVICES	2,683			-	-
	INFORMATION SYSTEM SERVICES	2,794	3,031	/ /		
	< <internal services="">&gt;</internal>	14,192	16,608	14,701	13,966	12,893
	TRANSFER OUT-010 (GENERAL FUND)	6,615	6,785	-	-	-
	< <transfers>&gt;</transfers>	6,615	6,785			
490005						